

**MEETING OF THE BOARD OF TRUSTEES  
OF THE TOWN OF PELHAM PUBLIC LIBRARY**

530 Colonial Avenue

Pelham, NY 10803

January 9, 2019 at 7:30 p.m.

**Board Members Present:** Terrence Mullan, Jennifer DeLeonardo, Margaret Breuninger, Sandy Angevine, Samm Hinton, Keith Keaveny, Rob Gimigliano, Emily Gest (until the budget discussion)

**Board Members Absent:** Catherine Campbell, Karen Fellner

**Also in attendance:** Library Director Patricia Perito, Adult Services Librarian Augusta Turner (after the executive session)

The meeting was called to order at 7:39 PM.

**Minutes**

PP would like to add commas to the thousands in the minutes. SH made a motion to approve the minutes from the December Board meeting as amended. EG seconded and the motion and it was approved unanimously.

EG made a motion to move into executive session to discuss the medical history of a particular person and KK seconded.

EG made a motion to exit session and KK seconded, unanimous.

SH made a motion to update the medical insurance waiver cost incentive, inclusive of 2019, from \$2,000 to \$3,500, JD seconded. Three trustees voted aye. Four voted nay. The motion did not pass.

**Finance Committee Report**

KK reported the financials through December 31, 2018. The fines, lost books and miscellaneous item came in at \$17,776, which is \$3,223 under budget. For 2019, that line item is budgeted at \$17,000.

On the balance sheet there were gift funds spent in December on collections and programs.

MB made a motion to approve the financials through December 31, 2018. EG seconded and the motion passed unanimously.

**Revisit of 2019 Budget**

SH shared the adjusted budget based on the cuts discussed at the December board meeting. TM and JD met with the Friends who have committed to an increase of \$10,000 per year for their contribution. With that additional income, line items for Library collections and programs were brought back up to match the 2018 budgeted amount, as well as the line items for computer hardware and capital improvements. Also included was a \$750 addition the patron and promos line item for K-Day.

TM remarked that the Board is giving PP more discretion over programming dollars and part time hours for librarians for programs. TM also noted that if programs will require payment for more librarian hours in order to increase programming, the Board will require documentation of said hours.

With the Friends contribution there was addition of \$433 to the building maintenance line item, bringing the new budgeted amount to \$10,033.

These changes bring forth a balanced budget for 2019 transferring \$9,700 from the gift account. TM reminded the Board that the Library will need to take over some of the Town-paid expenses in 2019, and the Board will need a procedure to do that.

JD made a motion to approve the 2019 operating budget. RG seconded and the motion passed unanimously.

### **Buildings and Grounds Community**

RG provided a report. When the gutters were cleaned, there were approximately \$600 worth of repair flagged.

There is \$100 left on the NYS grant for the door. RG asked if the money could be spent on a new walk off mat. PP will look into it.

TM noted that there is a drainage issue on the grass that he noticed after a rain storm, and the committee should look into that, though it has been a known issue..

PP did some research on mold in the basement and shared with the B&G committee along with a bid from an Industrial Hygienist to test the premises and propose a remediation plan. RG circulated information that he received from a variety of sources. RG asked if there could be a hygrometer installed to measure the amount of humidity in basement.

PP asked how the mold will be cleaned and from her research believes the mold should be removed. RG has a contact at the Department of Labor who is happy to provide information about employee safety, rather than relying on a contractor to provide said information.

TM remarked that the committee has taken many steps to evaluate the mold that the whole Board may not be not aware of. TM asked the B&G committee to document steps taken, and RG said the next step is to meet with the Town and department of Labor. TM asked that Catherine Campbell from the policy committee be part of those discussions.

### **Nominating/Personnel Committee Report**

TM had a recommendation from the Friends for a vacancy on the Trustee roles, and has asked that any potential nominees go to him.

### **President's Report**

TM and JD had a very successful meeting with the Friends. He reported that their leadership is fully committed to the Library and funding. This year's Novel Night was very successful. The Friends would like our Board to be more involved with their Board, and have a Library Trustee at each of their meetings. The Friends would like the Library to

be a bigger part of the dialogue and planning around Pelham Reads this year. TM noted that the sub-committees of each Board can work on more integrated efforts.

### **Director's Report**

AT presented the findings around selling E-Z Passes. There is an initial investment of \$525 and then the Library is liable for incurring the cost of all of the units. Acceptable payment would be cash or checks, and they would have to be available for purchase at all times the Library is open. AT reported that other libraries have seen some success with the program.

PP and AT gathered some information on passports, but it would be very labor intensive.

PP is working with the Town Board to coordinate sexual harassment training in the very near future.

The Annual Report software will be released soon and PP will be trained on the new update.

Homework and tech help may be discontinued when tutor.com launches, with the hope that students will be able to utilize this new service on the Library computers.

Drag Queen Story Hour had attendance of 44 people, and PP reported that the feedback was far more positive than any negativity experienced. At a future meeting the Board will discuss how communication might be improved regarding future events.

Preliminary Highlights from 2018:

- Library Card registrations were up 5.25%
- Overall Program sessions were up 13%, though overall attendance was down 6.41%
- The museum pass program was down, and PP suggested possibly opening up the program to non-residents. JD remarked that a first step might be to allow people to reserve more than one pass at a time.

### **Other Business**

MB made a motion to approve appointment of Jamice Williams as part-time clerk effective January 2, 2019, KK seconded the motion, and it passed unanimously.

The meeting was adjourned at 9:36 PM.

**Next meeting:** The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, March 6, 2019.

Respectfully submitted,

Margaret Breuninger  
Secretary

Addendum:

To do list:

PP – Look into mats for the back door.

B&G committee – meet with Town, document steps taken, and provide for discussion with Board for next steps

AT – Inquire with the Town to see how many people get E-Z Pass